

# Workplace Alaska

## Class Specification Information Technology Coordinator

<b>Created:</b> 09/22/2006 by mpalmateer	<b>AKPAY Code:</b> <b>Class Outline Cat:</b>	<b>Class Code:</b> <b>Class Range:</b>	L3602 18
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<b>Category:</b> Professional	<b>Class Title:</b> Information Technology Coordinator
<b>Original Date:</b> 09/22/2006	<b>Use MJR Form:</b> Standard

<b>Original Comments:</b> Added to WPAK for recruitment	<b>Subsequent Revision Dates/Comments:</b>
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<b>Last Update:</b>	<b>EEO4:</b>	<b>SOC:</b>	<b>Census:</b>
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**Last Update Comments:**

### Definition:

This is a fully exempt job class under AS 39.25.110(3).  
Administers public telecommunication access system for the legislature and provides support services for the legislative information offices that utilize the system. Maintains the legislature's website, conducts teleconferencing and trains staff in use of teleconferencing system.

### Distinguishing Characteristics:

### Examples of Duties:

Manages teleconference system and software.

Recommends hardware and software for teleconference system, advises manager on purchases and negotiates with vendors.

Troubleshoots technical problems with the teleconference system and assists with connections and operates the bridge that allows telephone access.

Responsible for making recommendations on equipment for ten committee rooms including laptops, microphones, amplifiers, mixers and other equipment needed for teleconferences.

Maintains scanner for scans of committee documents for teleconferences.

Operates and supports video conference system in Juneau, Anchorage and Fairbanks.

Provides technical advice to the manager of information teleconferencing on all equipment required and used for public access to committees and the legislative website.

Troubleshoots telecommunication and computer network problems for Legislative Information Offices.

Develops and designs web content, graphics, forms and applications for the Alaska legislature, Office of Victims Rights, ethics, and the Administrative Regulation Review Committee.

Maintains website and ensures that it is easily navigable and contains current information consistent with content standards established by the Agency.

### Knowledge, Skills and Abilities:

Knowledge of troubleshooting techniques for servers and telephone systems.

Basic knowledge of Alaska legislature, legislative procedure, legislative committees, Office of Victims Rights, ethics, and the Administrative Regulation Review Committee.

Knowledge of HTML and PHP.

Knowledge of software required for website construction including Macromedia Dreamweaver, Fireworks, Photoshop CS, and Adobe PDF writer.

Ability to perform a variety of technical and specialized tasks in an independent, competent and timely manner.

Ability to read, understand and apply information in technical manuals and journals.

Ability to act professionally, objectively and impartially in dealing with legislators and public.

Ability to work independently and handle a variety of projects at the same time.

Ability to maintain confidentiality and handle politically sensitive work.

**Minimum Qualifications:**

At least one year of college or technical school with studies in software applications, office automation, computer networking, electrical engineering, web design, or computer science.

OR

At least two years of relevant work experience in two or more of the following areas; web design, sound systems, or computer helpdesk support.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

This position is in the Exempt service under AS 39.25.110(3), and exempt from the requirements of the State Personnel Act. Legislative policy requires the incumbent to remain politically neutral.

This position is not covered by the terms of a collective bargaining agreement.

**Minimum Qualification Questions:**

Do you have one year of college or technical school with studies in software applications, office automation, computer networking, electrical engineering, web design or computer science?

**Or Substitution:**

Do you have at least two years of work experience in two or more of the following areas; web design, sound systems, or computer helpdesk support?